

Montana Board of Realty Regulation
301 S. Park Avenue, 4th Floor
PO Box 200513
Helena, MT 59620-0513
PHONE: 406-444-2961 FAX: 406-841-2323
E-MAIL: dlibsdrre@mt.gov WEBSITE: www.realestate.mt.gov

TO: Real Estate Course and Instructor Applicants

FROM: Board of Realty Regulation Education Committee

RE: Continuing Education Application Requirements

The following is a checklist of items that you must provide to the Board of Realty Regulation in order for your course and/or instructor application to be reviewed for approval. Incomplete applications will not be reviewed.

1. Each complete course application must be submitted at least 30 days prior to the intended course date. Please note, courses requiring additional review or needing additional information may take in excess of 90 days for review.
2. Submit a complete outline, instructor manual or syllabus (not the class handout), with the course application. As the applicant, it is your responsibility to provide adequate information for approval. Please include a detailed time course outline and note the class instruction hours on the application.
3. The course must be taught by an approved instructor. If the instructor has not yet been approved, you must include an instructor application and fee. Instructors are not automatically approved.
4. Courses must consist of at least 1 hour in order to be considered.
5. In order for distance education courses to be approved in Montana, they must first be certified by the Association of Real Estate License Law Officials (ARELLO) and then submitted to the Board of Realty Regulation for content review.
6. Applications received without the appropriate materials; instructor application or approval; or fees will not be considered and will be returned to the applicant. Returned applications will have 60 days to resubmit without paying another application fee.

Send a complete application packet and all fees to Education Director, Board of Realty Regulation, P.O. Box 200513, Helena, MT 59620-0513. DO NOT SEND CASH. Make check or money orders payable to the Board of Realty Regulation. You may also pay with a credit card or e-check by completing the attached authorization form.



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OFFICE USE
CE # _____
APPROVED:
YES _____ NO _____
DATE _____

CONTINUING EDUCATION COURSE APPLICATION

Fill out form below, sign and submit it, along with a non-refundable \$75.00 application fee per course to the address above. Applications submitted without a detailed timed course outline will not be considered. Please allow a minimum of 30 days for course application to be reviewed. Please note, courses requiring additional review or needing additional information may take in excess of 90 days for review.

COURSE INFORMATION:

Course title: _____

Course description: ☐ Seminar ☐ Conference ☐ Distance Education ☐ Other

Number of hours you are applying for: _____ Total instruction time: _____

Are you applying for mandatory or elective hours? (Please refer to CE Topics List.) _____

Has this course previously been approved for credit? (If yes, indicate approval number.) _____

How do the individual components of this class benefit and promote the protection of Montana's public?

PROVIDER INFORMATION:

Name of provider institution: _____

Contact Person: _____

Telephone: _____ Fax: _____ Email: _____

Address _____
(Street, P.O. Box) (City) (State) (Zip)

Course instructor(s): _____ Course instructor(s) #(s): _____

Attendance monitoring procedures:

Date & Location where first course offering will be held: _____

Fees (Cost to each licensee): _____

Applicant's signature: _____ Date _____



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APPROVED:
YES _____ NO _____
DATE _____

CONTINUING EDUCATION INSTRUCTOR APPLICATION

Fill out form below, sign and submit it, along with a non-refundable \$50.00 application fee to the address above. Applications submitted without an up-to-date resume will not be considered.

INSTRUCTOR & INSTITUTION INFORMATION:

Instructor's Name: _____

Telephone: _____ Fax: _____ Email: _____

Address _____
(Street, P.O. Box) (City) (State) (Zip)

Institution: _____

Telephone: _____ Fax: _____ Email: _____

Address _____
(Street, P.O. Box) (City) (State) (Zip)

Subject Matter You Wish to Teach: _____

Have you previously been approved as an instructor by the Board of Realty Regulation? If yes, please indicate your most recent approval #. _____

EDUCATIONAL BACKGROUND:

High School Diploma Received from: _____

Location: _____ Year Diploma Received: _____

College/University Attended: _____

Location: _____ # of Years Attended: _____

Diploma Received: ☐ Yes ☐ No Year Diploma Received: _____

Post-Secondary Education (including any designations):

Licensing Information: Indicate if you are licensed in real estate or any other occupation. Include date of initial licensure. (Attach additional sheets if necessary.)

Professional Experience: Please attach a copy of an up to date resume including your vocational and instructional experience.

I hereby certify that the information supplied on this application is true and correct.

Applicant's signature: _____DATE_____

For this service the Business Standards Division now accepts credit card payments using either Master Card or Visa or an electronic check (**please do not send cash**). You may fill in the appropriate form below to submit payments. **This document will be destroyed after the payment is processed.** For a complete list of services for which the division accepts credit card payments or e-checks, please see: <http://www.realestate.mt.gov>.

<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	Amount to be billed:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>			
Credit Card #	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>								Expiration Date:	<input type="text"/> <input type="text"/>	/	<input type="text"/> <input type="text"/>

Name on Card: _____

Important: This transaction will appear on your credit card statement as: **Discoveringmontana-SC** .

ADDRESS:_____

CITY:_____

STATE:_____

PHONE : _____

E-Check Information

Name (First, Last): _____

Name of Bank: _____

Routing Number: _____

Account Number: _____

Amount to be billed:

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Important: This transaction will appear on your bank statement as an electronic transaction with the words: **Montana Interact BSD-VT** .

ADDRESS: _____

CITY: _____

STATE: _____

PHONE : _____



***** TO PREVENT YOUR CREDIT CARD FROM BEING CHARGED TWICE DO NOT BOTH FAX AND MAIL THIS INFORMATION.**

BOARD OF REALTY REGULATION CE TOPIC LIST

All real estate licensees, including property managers, are required to complete 12 hours of continuing education every year. Four of those hours must be from the Mandatory Topics list with the remaining 8 hours coming from either the Mandatory or Elective Topics lists. All continuing education must be completed annually prior to October 31.

Supervising brokers who want to maintain their endorsement must complete 4 hours of approved Supervising Broker Continuing Education included within their annual 12 hours of continuing education hours.

Property management licensees licensed after October 31, 2007 are required to complete 12 hours of new licensee mandatory continuing education by the second renewal date as set by ARM 24.101.413 following their original license issue date. Six of those hours must consist of:

- (a) two hours of trust accounts;
- (b) two hours of leasing principles; and
- (c) two hours of state law update.

Please note all distance education courses must be ARELLO approved.

Mandatory Topics:

Agency

Proper Procedures for the Practice of Designated Agency

Americans with Disability Act

Anti-trust

Brokerage Management

Case Studies in Montana Court Decisions re/real estate issues

Case Studies in complaints against real estate licensees

Conservation Easements

Consumer Tax Issues (including 1031 Exchanges)

Contract law

Data Security/Privacy

Environmental Issues: i.e. but not limited to:

Radon	Weeds	Mold
Water	Asbestos	Lead Based Paint
Air	Methamphetamine	Green Ecology

Ethics and Standards of Practice

Fair Housing

Finance

Forms

Fractional Interest Ownership

Identity Theft

Internet Advertising Federal and State Laws

Land Use Planning, Subdivision Planning, Zoning, Ordinances, Water Law, Land Descriptions

Landlord/Tenant Law

Legal Update (New Issues in Federal or State Regulations & Rules and/or Interpretations)

Misrepresentation

Montana Licensing Laws and Rules

Multi-Family Condominium & Townhouse Development Financing

Property Management Related Topics

Real estate law

Regulation Z

Title Insurance

Trust Accounts

Elective Topics

Accounting
Agriculture Issues
Conservation Issues
Construction and Land Development
 Multi-Family Condominium & Townhouse Development Financing
Economic Conditions & Issues
Energy Conservation
Escrow, Closing and Settlement Procedures
Financial Strategies/Creative Financing
How Government/Community Works
Investment Properties
Mediation/Arbitration/Negotiation
New Home Construction
Property Inspection
Property Valuation
Real Estate Issues and the Legislative Process
Real Estate Technology* (see expanded definition of Real Estate Technology, below)
Real Estate Trends in Montana and/or the USA
Safety for Real Estate Licensees and Consumers
Working with Out-Of-State Clients, Foreign Buyers and Sellers

***Real Estate Technology**

In order for a technology course to be approved for real estate continuing education in Montana, the course must (1) be taught by a Montana approved instructor, (2) be beneficial to, and in some aspect, protective of consumers – buyers or sellers – and, (3) address one of the topics approved by the Board for continuing education rather than just demonstrate the mechanics of how the technology functions.

Clearly, there are some basic technology skills that are necessary in today's world in order to practice real estate in the way that consumers expect and require. In recognition of this need, the Board may choose to approve technology courses that provide the attendee with those necessary skills. Most courses will not be approved for hour-for-hour credit. Examples of such courses:

Basic and advanced E-mail
Creating and sending pdf files
Creating and sending photo images
Electronic signatures
Website requirements
Sending documents on-line
Technology advances

In no case, however, will the Board approve a course whose primary function is to teach the licensee how to enhance or expand their real estate business through client contact, prospecting, self-promotion, etc. Courses which require the use of a particular brand of software in order for the instruction to be effective, or use software that must be purchased by the licensee will not be approved.